

INTRODUCTION

This policy relates to the arrival and departure of children within the education and care setting. It is the responsibility of staff and families to ensure the safe arrival and departure of children at the education and care setting and the completion of statutory documentation. Practical and safe approaches will promote a smooth transition between home and the centre, assure the completion of the required records for the claiming of the *Commonwealth Child Care Benefit* in long day care services and confirms children's presence or absence from the service. This ensures a child's arrival and departure at the service continues their safe care and custody.

OVERALL GOALS – What are we going to do?

The education and care setting will:

- Ensure the safe and documented arrival and departure of children at the education and care setting;
- Support children in settling into the service each day and experience quality education and care through continuity of educators, positive interactions within the community of the service.

OVERALL STRATEGIES – How will it be done?

THE APPROVED PROVIDER WILL:

1. A record of attendance, kept at the centre, includes full name of each child attending, the session the child will be attending, and signature of the person who delivers and collects the child or the nominated supervisor or educator.
2. A child will leave the centre only with a parent, authorised nominee, an authorised delegate as a part of an excursion or because the child requires medical care. (This does not include a parent who is prohibited by a court order from having contact.)

In addition to these records the responsible person will:

1. Review the **Sign in and out Record**. Where parents or authorised persons have not signed in a staff member will note that the child is in attendance. Families will be reminded to complete this record.
2. Ensure that when a child arrives at the service a staff member takes responsibility for the child.
3. Ensure that at the end of each day/session two primary contact staff members thoroughly check all rooms, beds and cots indoors and thoroughly check all outdoor areas to ensure that no child remains on the premises after the service closes for the day. Each primary contact staff who completed the check must then sign the attendance sheet for each day to confirm that this check was completed.
4. Request a 'signed authority to release' form from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the service.
5. Allow a child to leave the centre only with an **authorised person** who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children in the care and education service. It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances

Families/family member or delegated authority will:

1. Sign each child in and out of the service upon arrival and at the time of departure, on Record of Attendance with a full signature or electronic record.
2. Remain responsible for their child whilst they are on the education and care premises.

Arrival and departure - the experience for the child and family

The responsible person will:

1. On orientation and on the first day of enrolment, remind families that all children need to be signed in and out as a part of regulatory and funding obligations. Families will also be informed that sign on records will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
2. Develop rosters to provide for continuity of care for the families and children throughout the day.

Educators and staff will:

1. Set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.
2. Greet families and find out about the child's needs for the day.
3. Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
4. Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs.
5. It is important that the authorised supervisor is aware of access/court order matters. On the child's arrival staff will ask who will be collecting the child. If different to the parent/caretaker, written, dated and signed, permission is given by the parent/caregiver. If the person collecting the child is unknown to the staff, then identification must be viewed. If there is any doubt staff will make a phone call to confirm permission.

Families/family member or delegated authority will:

1. Communicate any changes of routine with educators. This communication may include information about medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by educators to ensure the safety and wellbeing of each child.
2. Ensure that if a child requires medication of any kind, the Medication Record form is filled in and signed (see Medication Administration Policy)
3. Ensure that the child's belongings are placed in the designated area on arrival and collected on departure.
4. Ensure that they make a primary contact staff member aware when they are collecting a child.

END OF DAY CHECK

At the end of each day or each session - two primary contact staff members will thoroughly check all rooms and beds and/or cots indoors and thoroughly check the outdoor area to ensure that no child remains on the premises after the service closes for the day. Each BDCS service will require the two primary contact staff members that completed the check to sign the attendance sheet for each day stating this check was completed.

CHILDCARE CENTRE'S ADDITIONAL GOALS - What it aims to do differently

(Additional to general procedure for all BDCS)

- Children are not to be taken to the Centre before opening.
- Children must be collected from the centre prior to the closing time, if a child is collected after this time a late fee WILL be incurred. If a child has not been collected 30 minutes after closing and staff have not been notified of the parent/carer's whereabouts and contacting the emergency contact/s has been unsuccessful, staff will contact Family and Community Services (FACS).
- If a parent/carer continues to collect their child after closing or leave their child at the centre prior to opening, the Nominated Supervisor will need to discuss alternative options with them, and if suitable arrangements are not made the child's placement may be cancelled.
- Parents/carers, whose child is also enrolled at the Pre-school and is to travel from the Centre on the Pre-school bus, must fill in and sign the 'Authorisation to Travel on Pre-school Bus Form.
- Pre-school staff must collect and hand over children attending the Pre-school directly from and to a Centre's childcare worker. Pre-school staff must sign the Arrival and Departure Sheet for all Centre's children attending Pre-school, noting time of pick up and time of arrival back at the Centre. The Centre staff must sign their book for changeover of authority.

PRESCHOOL'S ADDITIONAL GOALS - What it aims to do differently

(Additional to general procedure for all BDCS)

- Children must be collected by the finish of class time, 5.00pm.
- If a child has not been collected within half an hour of the end of class time and staff have not been notified of the parent/carer's whereabouts and contacting the emergency contact/s has been unsuccessful, staff will contact Family and Community Services (FACS).
- The attendance roll is marked at the commencement of each session.

MOBILE'S ADDITIONAL GOALS - What it aims to do differently

(Additional to general procedure for all BDCS)

Parents and caregivers are asked to sign their child/ren in and out upon arrival and departure from Mobile Sessions.

- Parents/caregivers are encouraged to attend Mobile Service sessions to:
 - strengthen parent/staff partnerships
 - develop supportive parent networks
 - Seek support and or advice as required.
 - enhance child/adult relationships and learning through active engagement
- It is important that the staff communicate with parents to:
 - clarify staff/parent roles, including behaviour management
 - emphasise the importance of handing the child/ren over to staff on arrival and formally informing staff when they are taking their child
 - define boundaries if the session is being conducted in an open area

Evaluation

Arrival and departure times encourage families to interact in the environment, build relationships, open communication networks and ensure the safety of children when being delivered and collected from the service.

Statutory Legislation & Considerations

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011

Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000

Family Assistance Law

Links to National Quality Standard: 2.3.2

Education and Care Services National Regulations 2011: 99, 158, 168 (2)(f)

Policy Revision History

<i>Date</i>	<i>Authorised By</i>	<i>Description of Amendments</i>	<i>Sections affected</i>
Jan 2021	P. Ritchie – GM		

Review Date: Jan 2022